



JOB OPPORTUNITY

DEPARTMENT OF PERSONNEL ADMINISTRATION

CLASS TITLE and SALARY : Personnel Specialist (\$2,602 – 4,067)

TENURE/TIME BASE: Permanent/Full-Time

POSITION NUMBER: 363-140-1303-001

FINAL FILING DATE: December 12, 2011

PROGRAM DESCRIPTION: The Office of Administration is responsible for assisting the Department to achieve its mission by providing administrative and facilities support. Specifically, the Personnel Office is responsible for the wide range of services associated with employment by the Department, including classification, salary determination, payroll, employment history, benefits, examinations, etc.

DUTIES:

Under the general supervision of the Personnel Officer, the incumbent will perform a wide variety of difficult and complex duties within the personnel transactions field; interpret and apply personnel related laws, rules, policies, and procedures, to personnel appointments, payroll, benefits, and attendance records. The incumbent must be organized, have the ability to perform well in a deadline-oriented position, have good verbal and written communication skills, and be customer service oriented.

DESIRABLE QUALIFICATIONS:

- Must have technical knowledge of transactions and strong interpersonal skills;
- Ability to handle multiple priorities and a wide range of duties;
- Experience in performing extremely detailed work, including complex calculations, with a high degree of accuracy;
- Possess the ability to resolve complex problems over the telephone;
- Good computer skills with a working knowledge of Microsoft Office software.

WHO MAY APPLY: Applications will be accepted from current State employees at the Personnel Specialist level, those within transfer range, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply.

SUBMIT APPLICATION/RESUME INCLUDING POSITION NUMBER TO:

Trisha Bauman, Hiring Coordinator
Department of Personnel Administration
1515 S Street, North Building, Suite 400
Sacramento, CA 95811-7258
Phone (916) 324-9408

Telephone relay service for the deaf or hearing impaired, TDD Phone: 1-800-735-2929; voice TDD Phone: 1-800-735-2922

Note: Rank and file employees who accept employment with the Department of Personnel Administration are no longer under the collective bargaining provisions of the Ralph C. Dills Act.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.